



THE PRAIRIE SCHOOL
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Please complete and submit this application electronically. Otherwise type or print plainly in ink.

Last Name	First Name	Middle	Date
Street Address			Home Phone
City	State	Zip	Work/Cell
Have you been previously employed by The Prairie School? Yes No If yes, when (Mo./Yr.) In what capacity?			Social Security Number
Position(s) for which you are applying Full Time Part Time			Salary/Wage
Date Available	If part time, what days and hours?		Are you at least 18 years old? Yes No
If you are applying for a position that requires you to drive an automobile as part of your job please provide: Drivers License Number:			U.S. Citizen or legal permit? Yes No
			Issuing State:

Education

	Name and Location	# of years	Course of study	Degree/Diploma
High School				
College				
Graduate School				
Business / Trade				

Vocational Licenses, Certifications, Specialties

Type/Area of Certification	License/Number	Grades/Levels	Issue Date	Expiration Date

Subjects of special study or research work:

List professional, trade, business or civic activities or offices held which you consider relevant to the position you are applying for.

Military Service

COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES

Branch of Service:

Describe your duties and any special training

Employment Experience

Starting with your most recent employer first, list all positions held.
Include all of your past work history including military service assignments.

May we contact your current employer?
 Yes No

Name of Employer	Address	Phone
Position	Supervisor (Name and Title)	Employed (Mo./Yr.) From To
Primary Duties	Reason for leaving	Salary/Wage Start End

Note: If unemployed between jobs, please explain:

Name of Employer	Address	Phone
Position	Supervisor (Name and Title)	Employed (Mo./Yr.) From To
Primary Duties	Reason for leaving	Salary/Wage Start End

Note: If unemployed between jobs, please explain:

Name of Employer	Address	Phone
Position	Supervisor (Name and Title)	Employed (Mo./Yr.) From To
Primary Duties	Reason for leaving	Salary/Wage Start End

Note: If unemployed between jobs, please explain:

Name of Employer	Address	Phone
Position	Supervisor (Name and Title)	Employed (Mo./Yr.) From To
Primary Duties	Reason for leaving	Salary/Wage Start End

Note: If unemployed between jobs, please explain:

Name of Employer	Address	Phone
Position	Supervisor (Name and Title)	Employed (Mo./Yr.) From To
Primary Duties	Reason for leaving	Salary/Wage Start End

Note: If unemployed between jobs, please explain:

Have you ever been discharged or suspended by a previous employer? Yes No If yes, explain:
Are you subject to any employment agreements/contracts or post employment agreements with any other employer or school? Yes No If yes, attach a complete copy of each agreement.
List all convictions and pending criminal charges, other than minor traffic violations.

No applicant will be denied a position because of a conviction or pending criminal charge that The Prairie School determines is not substantially related to the circumstances of the job being sought.

Personal References

Give the names of three persons not related to you whom you have known for at least one year. Do not include prior employers.

Name	Address	Relationship	Years known	Phone

Authorization, Release and Certification

I hereby authorize the release of any employment data relevant to my employment with The Prairie School ("School") for the purpose of an employment investigation. I authorize a thorough investigation of my past employment, activities, and background and agree to cooperate in such investigation and release from all liability or responsibility all persons and corporations requesting or supplying such information. This investigation may also include a determination regarding whether I have a criminal record.

I agree to submit to any lawful drug, alcohol, or other testing that may be required as a condition of employment or continued employment and understand that refusal to promptly submit and cooperate with such testing prior to or during the course of my employment will result in disqualification from consideration for employment or, if hired, termination.

I fully understand that if employed, any misrepresentation or omission on this Application, on any attachments, or any other School record will result in dismissal, regardless of date of discovery. I acknowledge that employment is also subject to a satisfactory review of my references.

Neither this Application nor any statement made to me during the hiring process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by the Headmaster of the School or that Officer so designated. Absent such contract, I understand that, if hired, my employment will be terminable-at-will, with or without cause or notice, that I am not being employed for any specified or definite period of time, and that this Application is not and is not intended to be a contract, offer, statement or confirmation of or for continued employment. The School may alter, modify, amend, or terminate any of its policies and benefits, both as to active and retired employees.

Date

Signature

I understand that by entering my name on the signature line above that I agree to the Authorization, Release, and Certification process as described. I further state that the information on the form is true and accurate to the best of my ability.